



RECRUITMENT BULLETIN

FEDERAL CAREER INTERN PROGRAM

Announcement Number:	03-201/Intern
Title:	HUMAN RESOURCES
Pay Plan:	GS-201
Grade:	Multiple Grades (GS-5, GS-7 or GS-9)
Opening Date:	March 17, 2003
Closing Date:	May 23, 2003
Location:	VA Palo Alto Health Care System, Palo Alto, CA
Who May Apply:	Any U.S. Citizen.
Duties:	<p>This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work involved in the various phases of human resources management. It covers two-grade interval administrative positions that manage, supervise, administer, advise on, or deliver human resources management products or services. This series includes, but is not limited to, the following specialties:</p> <p><u>Recruitment and Placement:</u> Work that involves recruiting, examining, selecting and placing employees; performing job analysis; workforce planning and analysis; and advising management in identifying, attracting, and retaining a high-quality and diverse workforce that is capable of accomplishing the organization's mission.</p> <p><u>Classification:</u> Work that involves position evaluation, establishing and maintaining a position classification program to determine appropriate pay system, occupational grouping, title and grade of positions, and advising on position and organization design.</p> <p><u>Employee Benefits:</u> Work that involves providing guidance and consultation to agencies, employees, former employees, annuitants, survivors, and eligible family members regarding retirement, insurance, health benefits, and injury compensation.</p> <p><u>Employee Relations:</u> Work that involves providing advice and assistance to employees and managers, program administration, research, and case management in matters related to conduct, performance, attendance, and dispute resolution.</p> <p><u>Labor Relations:</u> Work that involves establishing and maintaining effective relationships-including the use of non-traditional collaborative approaches-with labor organizations that represent Federal employees, negotiating and administering labor agreements, and providing guidance and consultation to management on a variety of labor relations matters.</p> <p><u>Human Resource Development:</u> Work that involves planning, administering, or evaluating programs designed to develop employees and manage learning in the organization.</p> <p><u>Performance Management:</u> Work that involves assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.</p> <p><u>Compensation:</u> Work that involves analyzing, interpreting, developing, and/or implementing laws, regulations, policies, and/or guidance involving subject matter areas within compensation administration (e.g. pay and/or leave administration) and advising</p>

	<p>management on the use of compensation flexibilities to help recruit, manage, and retain employees.</p> <p>Information Systems: Work that involves developing, delivering, managing, and maintaining HR information systems when the paramount knowledge requirement is human resources management, rather than information technology.</p>
How to Apply:	<p>Submit all forms and documents required to:</p> <p>VA Palo Alto Health Care System Human Resources Management Services (05A) 3801 Miranda Ave. Palo Alto, CA 94304 Attn: Susan Astorga, #03-201/Intern</p>
Basic Qualifications:	<p>All eligibility and qualifications requirements must be completed at the end of the academic school year. Positions at grade level:</p> <ul style="list-style-type: none"> • GS-5 – 4 year course of study leading to a bachelor's degree; • GS-7 – 1 year of graduate level education <u>OR</u> superior academic achievement <u>OR</u> one year of specialized experience equivalent to the next lower grade level in human resources administration; • GS-9 – Masters or equivalent graduate degree <u>OR</u> two full years of progressively higher level graduate education leading to such a degree <u>OR</u> LL.B or J.D., if related; <u>OR</u> one year of specialized experience equivalent to the next lower grade level in human resources administration <p>Substitute education for experience as permitted by OPM Qualification Standards.</p> <p>Specialized Experience: <i>In addition to meeting the basic requirements above</i>, one year of specialized experience equivalent to the next lower grade level in the normal line of progression is qualifying for positions at grades GS-7 and GS-9. Specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled.</p>
Evaluation Method:	<p>Upon determination of your basic qualifications above, you will receive further correspondence from our office to pursue placement of your name with Administrative Careers with America (ACWA) assessment process through the Delegated Examining Unit (DEU), Atlanta, GA.</p>
Other Pertinent Information:	<ul style="list-style-type: none"> • Major tertiary referral center with three hospital-based divisions serving the VA Sierra Pacific Network (VISN 21). <ul style="list-style-type: none"> ❖ Palo Alto Division is home to one of the most sophisticated tertiary care centers in the Veterans Health Administration (VHA). All acute care, acute inpatient psychiatry, spinal cord injured, rehabilitation medicine, blind rehabilitation and hospice services. ❖ Menlo Park Division, located seven miles to the North, provides both inpatient and outpatient comprehensive domiciliary care, mental health, Post Traumatic Stress Disorder and long-term geriatric care. ❖ Livermore Division, located forty miles East of Palo Alto, provides sub-acute and geriatric inpatient services as well as primary, subspecialty and ancillary outpatient services. • Candidate will be in training through a full-time paid position under an experienced professional in the targeted field. • Two-year training experience that will prepare candidate to work for the VHA. Successful completion of the two-year program you may apply or may be placed non-competitively in a VHA position.
Forms Required:	<ul style="list-style-type: none"> • OF-612, Application for Federal Employment; • OF-306, Declaration of Federal Employment; • College Transcripts; • If applicable – DD-214, Military Discharge Documentation (claiming veterans preference) • If applicable - SF-15, Application for 10-point Veteran Preference (claiming 10-points you must submit this form <u>and</u> the required documentation specified on the reverse of the of SF-15) <p>Applications are available on our website: http://www.palo-alto.med.va.gov or you may call (650) 858-3951.</p>
Pre-employment Requirements:	<p>Candidate may be required to obtain a security clearance, and meet all certification requirements (depending on the position to be filled) prior to appointment. Some positions may require successful completion of a physical examination (including tuberculin (TB) skin screen test) ability test and/or pre-employment drug test. Candidate required to meet</p>

	<p>one or more of these employment conditions before appointment will receive a tentative offer of employment. An offer of employment may be rescinded if the candidate fails to report to any of the scheduled appointments, fails the medical/TB/agility/drug test, lacks the certification requirements, or is unable to obtain a security clearance. Incumbents of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing facility.</p>
Notes:	<p><u>Promotion potential</u> - If applicable, the candidate may be non-competitively promoted to the next grade level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level during the 2 year training program. Upon completion of the 2 year training program, candidate may be placed at grades GS-11 or GS-12 positions at the assigned VA Facility.</p> <p><u>Educational Opportunities</u> - Extensive library resources, on-site workshops and seminars, etc. May be eligible for tuition support for job-related courses, Employee Incentive Scholarship Program and Education Debt Reduction Program.</p> <p><u>Direct Deposit/Electronic Funds Transfer</u> - It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.</p> <p><u>Statement of Understanding</u> - Candidate will be required to sign VHA Technical Career Field Program Agreement and Mobility Agreement.</p>
<p align="center"><u>THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER</u></p> <p align="center">All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.</p>	